



BOARD OF EQUALIZATION

PROPERTY TAX COMMITTEE MEETING MINUTES

HONORABLE KATHLEEN CONNELL, COMMITTEE CHAIR

450 N STREET, SACRAMENTO

FEBRUARY 14, 2001, 1:30 P.M.

ACTION ITEMS & STATUS REPORT ITEMS**Agenda Item No: 1****Title:** *Property Tax Committee Procedures Manual***Issue/Topic:**

Should the Board authorize publication of the proposed *Property Tax Committee Procedures Manual*?

Committee Discussion:

The Committee asked staff to:

- Describe any differences between the *Business Taxes Committee Procedures Manual* and the *Property Tax Committee Procedures Manual*.
- Address Assessor Dick Frank's comments, which were received after the issue paper was submitted for the Property Tax Committee meeting.
- Describe how staff would disseminate the manual.

Staff explained that:

- Differences were due to variations in organizational structures of the Departments and types of projects. Staff further provided that the *Property Tax Committee Procedures Manual* contains different timeframes than those in the *Business Taxes Committee Procedures Manual* due to the nature of the projects.
- A letter was sent to Mr. Frank's advising him that his comments were received too late to be addressed in the issue paper, but that they would be forwarded to the Board Members. Staff expressed their opinion that the language submitted by Mr. Frank was unnecessary.
- The *Property Tax Committee Procedures Manual* would be posted on the Board's Web site and also referenced in letters associated with projects going before the Property Tax Committee.

Committee Action/Recommendation/Direction:

The Committee voted to recommend that the Board adopt and authorize publication of the *Property Tax Committee Procedures Manual*.

Approved: /s/ Marcy Jo Mandel for
Kathleen Connell, Committee Chair

/s/ James E. Speed
James E. Speed, Executive Director

BOARD APPROVED

At the 2-15-01 Board Meeting

/s/ Judy Newton
Judy Newton, Chief
Board Proceedings Division